

UNCOMPLICATED

UPLOAD YOUR COMMERCIAL PROPERTY TAX INFORMATION EVEN FASTER – AND SAVE!

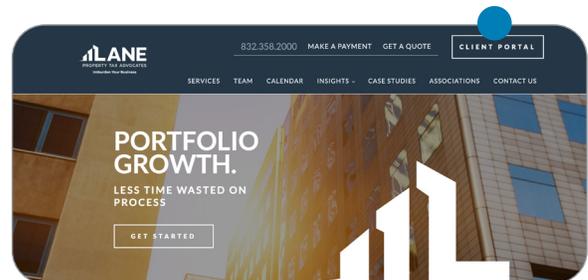
The Fast Lane client portal makes it easy to submit forms, upload documents and photos or reference your account. Keep track of your properties each year by creating an account now.



832.358.2000
info@lanepropertytax.com
lanepropertytax.com

FOLLOW THE STEPS BELOW TO GET CONNECTED.

- 1 Navigate to the Lane website, lanepropertytax.com, and click on the **Client Portal** button in the upper right corner of the homepage to enter the Client Portal.



- 2 If you already have an account, click Login Here in the bottom right corner of the Request Access box and proceed with providing your login information.

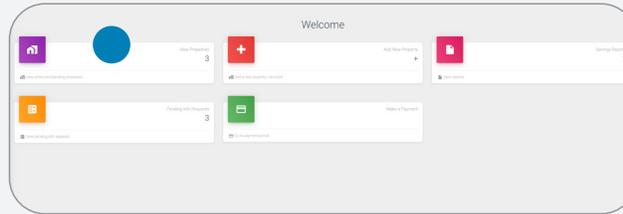
If you **do not** have an account, fill in your information and click Submit to send the account access request to Lane.

NOW THAT YOU'RE CONNECTED, LET'S MAKE YOU A PRO AT UPLOADING YOUR PROPERTY INFORMATION!

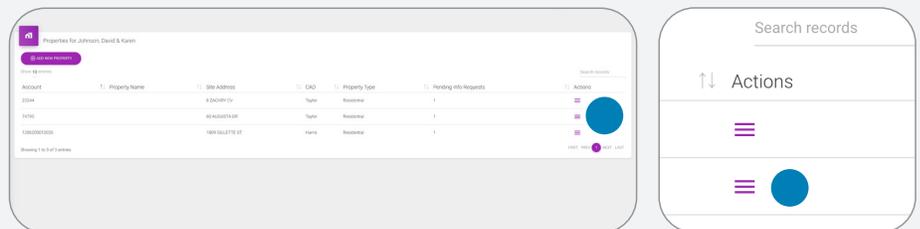
On the homepage of the client portal, you will be able to take a variety of actions, from adding new properties and reviewing information requests to making payments and viewing your properties.

HOW TO ADD A PROPERTY AND GET THE PROTEST PROCESS STARTED

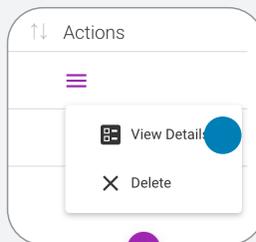
- 1 Click the first option, **View Properties**.



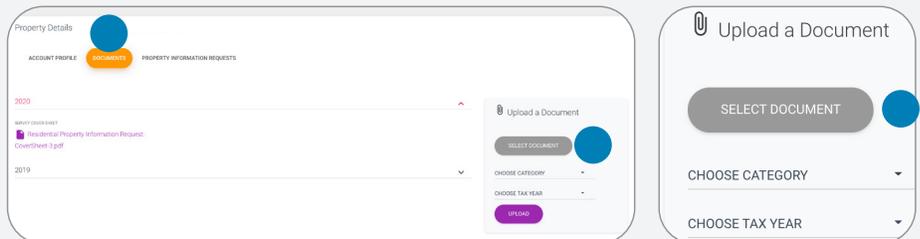
- 2 Click the "hamburger" menu on the far-right column for the property you want to add information for.



- 3 Select **View Details** to add documents and property information requests.



- 4 Once on the Property Details page, click on the **Documents** tab. Then click on the **Select Document** button to upload additional files



- 5 Select **Property Information Requests** tab to complete the paperwork Lane needs to protest on your behalf. Click **Start** to begin.

